

DAY OF THE SERVICE ACTIVITY OR EVENT

Finally, the day is almost here! There's one last step to make sure that everything goes smoothly.

In this activity: Club officers, advisors and the service committee chair (if your club has one) will create a Day of Service Plan that lists each member's assignments for the day of the event or hands-on service activity. Then the club will meet to review the assignments.

Before the activity:

1. Find all day-of-service tasks listed on the completed Project Task List and Calendar. Discuss the order in which these tasks should be done. On scrap paper, brainstorm any missing tasks that will need to be completed that day—and assign each one to a member.
2. The club secretary should use the Day of Service Plan worksheet to record each task. The tasks should be written in order and with the member responsible for each one.
3. Think about any problems that could happen. Discuss possible solutions.

Supplies needed:

- Completed Project Task List and Calendar.
- One Day-of Service Plan on page 36 for each officer, advisor and committee chair.

How to lead this activity:

1. Remind members that the service project will succeed if every member participates and completes their assignments.
2. Review details of the activity or event and review each member's assignments.
3. Make sure everyone understands their role, where they need to be and at what time.
4. Answer any final questions and make sure members have everything they need for the day of service.



DAY-OF SERVICE PLAN

Name of activity: _____ Date of activity: _____

START TIME: _____ END TIME: _____

WHERE the event will be: _____

WHO is the contact at activity site (if needed): _____

ASSIGNMENT	MEMBER	TIME (IF NEEDED)	NOTES